

Wilmot Union High School 1:1 Chromebook Handbook



As learning becomes more flexible, accessible and digital, all Wilmot Union High School students will be issued a district owned Chromebook to be used for resources, activities, and tools to engage students in order to build communication strategies, collaborative initiatives, and develop critical thinking skills.

TABLE OF CONTENTS

1. RECEIVING YOUR CHROMEBOOK
2. RETURNING YOUR CHROMEBOOK
3. TAKING CARE OF YOUR CHROMEBOOK
 - a. General Care
 - b. Chromebook Identification
 - c. Storing your Chromebook
 - d. Chromebooks left in unsupervised areas
 - e. Screen Care
4. USING YOUR CHROMEBOOK
 - a. Chromebooks left at home or under repair
 - b. Charging your Chromebook
 - c. Backgrounds and Passwords
 - d. Sound
 - e. Printing
 - f. Account access
5. GOOGLE WORKSPACE FOR EDUCATION AND ACCESS
6. ACCEPTABLE USE / DISTRICT RULES
 - a. General Guidelines
 - b. Privacy and Safety
 - c. Copyright and Acceptable Use
 - d. Electronic Communication Use
 - e. Consequences
 - f. At Home Use
7. REPAIR & REPLACEMENT OF CHROMEBOOK
 - a. Technical Support at School
 - b. Lost/Stolen Chromebook
8. CHROMEBOOK INSURANCE FEE

1. RECEIVING YOUR CHROMEBOOK

Chromebooks issued to students are owned by and considered property of Wilmot Union High School District.

Parents/guardians will review materials provided by the school to ensure that understanding of the district's responsibility, the students' responsibility, and the parent/guardian's responsibility. Parents/guardians will discuss with students at home regarding acceptable and unacceptable uses of the device according to district policies.

Parents/guardians will supervise the use of the device at home; making sure that it is used and stored appropriately, charged nightly, and internet services used in an acceptable and appropriate manner.

Parents/guardians and students are required to sign and return the confirmation that they have read and received the Wilmot Union High School 1:1 Chromebook Handbook. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Wilmot Union High School District. Chromebooks will be distributed within the first two weeks of each school year.

2. RETURNING YOUR CHROMEBOOK

All district-owned Chromebooks and chargers must be returned when a student is no longer a student at Wilmot Union High School. Any unreturned Chromebooks and accessories will be treated as stolen property and reported to the Kenosha County Sheriff's Department.

- For any students who graduate early, or have been withdrawn before the end of the school year, or have been dismissed early for any reason, it is parents/guardians responsibility to return all equipment before permanently leaving the district. If Chromebook devices are not turned in, the district reserves the right to assume the device is stolen and fees for replacement of the Chromebook will be added to a students fee record. In the event that a Chromebook is not returned, the device will be disabled, rendering the device unusable.
- Seniors will receive instructions for returning their Chromebook prior to graduation.

3. TAKING CARE OF YOUR CHROMEBOOK

Each student is responsible for the care of the school issued Chromebook and charger. Equipment that is broken, or fails to work properly, must be taken to the Library as soon as possible so that it can be evaluated for repairs. Do not attempt to repair the

Chromebook yourself, or take the Chromebook to any computer service for repairs. Chromebooks are the responsibility of the student. Students are expected to use the device for four years while at Wilmot Union High School.

3a: General Care

- No food or drink is allowed near Chromebook or equipment.
- Carefully insert chargers, cables, headphones and removable storage devices into the Chromebook.
- Never transport your Chromebook with the power cord, headphones, or removable storage devices plugged in.
- Do not carry the Chromebook while the screen is open.
- Do not cover vents to prevent overheating.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the screen closed.
- Chromebooks must remain free of any writing, drawing, or stickers other than those applied by the school district
- Chromebooks should never be left in a car, an area exposed to excessive heating or cooling or unsupervised.
- Students are responsible for bringing completely charged Chromebooks for use each school day. Do not plan to charge your device at school.

3b: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in several ways:

- Chromebooks must have a Wilmot Union High School barcode and asset/I.D. tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed or becoming detached, notify the library.

3c: Storing Your Chromebook

- Nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home every day after school.
- Chromebooks should not be stored in a vehicle for security and temperature control measures.

3d: Chromebooks left in Unsecured Areas

- Under no circumstances should Chromebooks be left in an unsecured area. (School grounds and campus, the cafeteria, computer labs, gymnasiums, locker rooms, library, unlocked classrooms, hallways, performance center, etc.)

- Any Chromebook left in these areas is in danger of being stolen.
- If an unsecured Chromebook is found, notify a staff member immediately.
- Unsecured Chromebooks may be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsecured location.

3e: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed. This includes using it as a writing surface on your lap.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not touch the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or papers or post-it notes.)
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not clean the screen with any solvent.

4. USING YOUR CHROMEBOOK

Chromebooks are intended for use at school **EVERY** day. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. If the student does not have a functioning Chromebook, the student is not excused from completing academic requirements.

4a: Chromebooks left at home or under repair

- Students may be able to check out a loaner Chromebook from the library (limited supply).
- Loaner Chromebooks will be issued to students when they leave their Chromebook for repair through the Library.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Students will pay full replacement cost if it's lost or stolen.

4b: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Repeat violations of this policy may result in disciplinary action.
- Charging stations will be made available in the Commons and library for use during study halls.

4c: Backgrounds and Passwords

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures may result in disciplinary actions.
- Always protect your password. DO NOT share your passwords.

4d: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher and are supplied by the student.

4e: Printing

- Students will not be able to print from their Chromebooks.
- If printing is needed, students may use computers at printing stations in the Library.

4f: Account Access

- Students are only able to login using the Wilmot Union High School Google account.
- Students should always use the Chromebook with their own account and should logout when finished. Updates can only be applied when students logout of their device. Use of someone else's account is forbidden under the district acceptable use policy.
- Never share account information with anyone.

5. GOOGLE WORKSPACE FOR EDUCATION AND ACCESS

- Google Workspace for Education is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that will enable you to create different types of online documents, collaborate in real time with others, and store your documents and your other files online.
- With a wireless Internet connection, you can access your documents and files

from any Chromebook or device, anywhere in the world.

- All items are stored online in Google Cloud environment.
- Chromebooks can seamlessly access Google Workspace for Education's collection of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web. (Note: The district reserves the right to block any application or website.)
- Accessing your Google Workspace for Education tools on any device:
 - Navigate to www.google.com
 - Click Sign In. Use the email and password combination provided from school.
 - All documents, email, and information stored in Google Drive and online accounts are available at home and everywhere, even without the issued device.

6. ACCEPTABLE USE / DISTRICT RULES

All district technology devices are to be used subject to the Technology Acceptable Use Policy. An overview of those guidelines, as well as some specific instructions for district Chromebooks, are listed below.

6a: General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Wilmot Union High School District.
- Students are responsible for their ethical and educational use of the technology resources provided through the Wilmot Union High School District.
- Access to Wilmot Union High School District technology resources is a privilege and not a right. Each employee, student and/or parent using school issued devices will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- Any unauthorized attempt to alter data, the configuration of a Chromebook, or the files of another user may be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

6b: Privacy and Safety

- Students should not communicate with unknown individuals on the web without proper supervision. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, edit, or share files without permission from the owner or from an unknown individual.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that Chromebook activity is not guaranteed to be private or confidential, as all Chromebook equipment is the property of the Wilmot Union High School District. Students should have NO expectation of privacy of materials on a Chromebook or a school issued or supported email service.
- If you inadvertently access a website that contains obscene, adult content and/or offensive material, exit the site immediately and report the event to a staff member.
- The district uses a content and reporting filter to record student activity and use.

6c: Copyright and Acceptable Use

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators may be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, may result in criminal prosecution or disciplinary action by the District.

6d: Electronic Communication Use

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, harassing or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

6e: Consequences

- Students are responsible for their assigned account and Chromebook.
- Non-compliance with the policies of this document or the Wilmot Union High

School Acceptable Use Policy, may result in disciplinary action.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications may be governed by the Wisconsin Open Records Act; proper authorities will be given access to their content as needed.

6f: At Home Use

- The use of Chromebooks at home is encouraged; however, the district does not provide tech support for home connectivity issues.
- Chromebook care is important at home and at school. Follow the same guidelines in this handbook at home and at school.
- The same level of school district supplied filtering will not be provided for use with devices outside of the school district campus; the district reserves the right to filter these devices in the future.

7. REPAIR & REPLACEMENT OF CHROMEBOOK

Chromebooks are intended for use at school EVERY day. Because of this, it is very important the student is aware of what to do to get help when their Chromebook is not working properly. Report all Chromebook problems to the library staff.

7a: Technical Support at School:

Technical support will be available in the Library and may include:

- Hardware maintenance and repairs
- Chromebook resets
- Password resets
- Distribution of loaner Chromebooks
- Coordination and completion of repaired Chromebooks.

7b: Lost/Stolen Chromebook:

- In the event that a Chromebook is lost or stolen, notify an administrator immediately.
- In the case of a lost or stolen Chromebook or charger, families are responsible for full replacement costs.

7c: Lost/Stolen/Non-functional Chargers

- In the event that a charger is lost, stolen, or non-functioning, families will be responsible for the cost of replacement, charged to the family at the current market cost. The replacement charger is not covered under the Chromebook insurance fee.

8: CHROMEBOOK INSURANCE FEE

Parents/guardians will pay a non-refundable accidental damage protection fee yearly per device to cover the cost of Chromebook repairs such as drops, cracked screens, water damage, wear and tear, and hardware failure. This fee will be determined by the school board and is subject to change based on protection plan pricing.

The Chromebook insurance fee includes only repairs. Battery damages are not covered under the accidental damage protection fee. In the event the battery is damaged due to anything other than a factory defect or capacity related issue, the replacement cost of that battery will be charged to the family at the current market cost. Chromebook chargers that are damaged, abused, or no longer function are not covered under the accidental damage protection fee. The replacement cost of the charge will be charged to the family at the current market cost. Families will be responsible for the cost of replacing the Chromebook in the event of loss, theft, or intentional damages. The device replacement cost will include the cost of replacing the Chromebook and charger, but may also include costs for a new accidental damage protection warranty as well as a management fee paid to Google. The replacement costs are determined by the school board and are subject to change based on device purchase price.